

How to sign up as a registered user on the Virginia Regulatory Town Hall

- ❑ Go to www.townhall.virginia.gov.
- ❑ Click on “Enter Town Hall.”
- ❑ At the bottom of the blue menu bar on the left, click on “Fast & easy sign-up.”
- ❑ You will see a screen like this one:

The screenshot shows a web browser window titled "Register For Town Hall Services - Microsoft Internet Explorer". The address bar shows the URL "https://www.townhall.virginia.gov/Notification/register.cfm". The page content includes a left-hand navigation menu with sections like "Find a regulation by", "Regulatory changes", "Meetings", and "Registered users". The main content area is titled "User Information" and contains a registration form. The form includes fields for "E-mail address*", "Re-type e-mail address*", "Enter password*", "Confirm password*", "First Name*", "M.I.", "Last Name*", "Suffix", "Title", and "Organization". A note states: "Note: You must be at least 13 years old to register to use the Town Hall website." Another note says: "Your email address will be your login name. * indicates a required field." A red error message below the password fields reads: "Your password must be at least 6 characters and is case sensitive." The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "2:01 PM".

Register For Town Hall Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.townhall.virginia.gov/Notification/register.cfm> Go Links

Virginia Regulatory
Town Hall

Find a regulation by

- Subject/Title
- Secretariat
- Agency
- Board
- Search form

Regulatory changes

- Now in progress
- Open for comment
- Required by VA law
- Requested by public

Meetings

- Future
- Past meeting minutes

Registered users

- Log on
- Fast & easy sign-up

☒ Hide Menu

User Information

Virginia Town Hall services are free to all users. Registration allows you to submit online comments and receive notification of regulatory actions and meetings. For details about confidentiality of information submitted to the Town Hall, see the [Town Hall privacy policy](#).

Note: You must be at least 13 years old to register to use the Town Hall website.

Your email address will be your login name. * indicates a required field.

E-mail address* Re-type e-mail address*

Enter password* Confirm password*

Your password must be at least 6 characters and is case sensitive.

First Name* M.I. Last Name* Suffix

Title

Organization

Done

Start

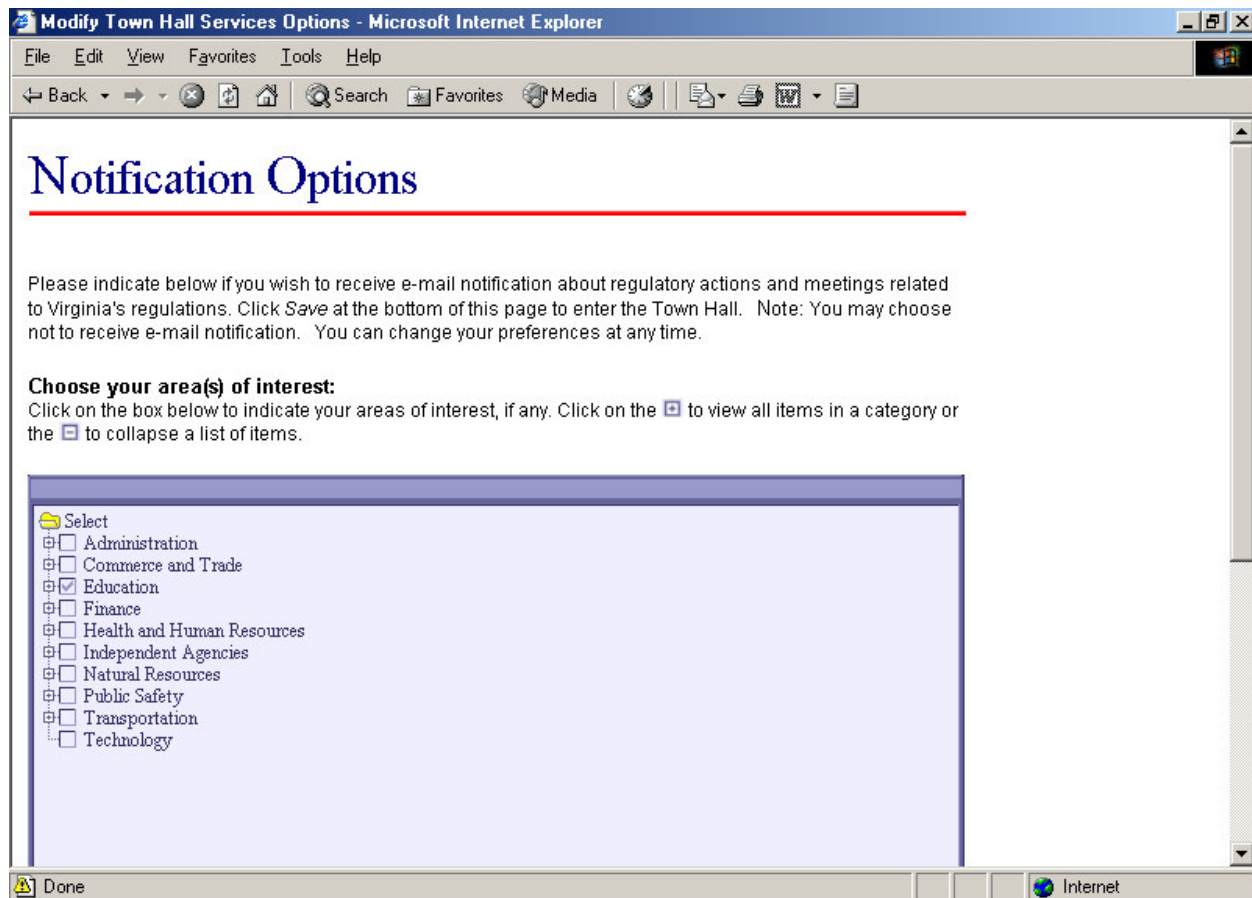
Web Site Policy Memos

2:01 PM

- ❑ Complete requested information.
- ❑ Click “Save” at the bottom of the screen.



- ❑ Next, you will be taken to a notifications options screen. It will look something like this:



- ❑ Click on the + sign to view all items under a category. Click on the – sign to collapse a list of items.
- ❑ Click on the appropriate boxes to indicate the agencies, boards, and/or particular regulations for which you would like to receive email notification. Note: You do not have to choose anything here if you do not wish to receive email notifications.



- ☐ Note whether you wish to receive information regarding meetings and/or regulatory actions related to the subject areas you have indicated.
- ☐ Note whether you wish the email to be in HTML or plain text format.
- ☐ Press Save button.

Modify Town Hall Services Options - Microsoft Internet Explorer

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☐ Finance

☒ Health and Human Resources

- ☐ Department for the Aging
- ☒ Department of Health Professions
 - ☒ Board of Audiology and Speech-Language Pathology (18 VAC 30)
 - ☒ Board of Dentistry (18 VAC 60)
 - ☒ Board of Funeral Directors and Embalmers (18 VAC 65)
 - ☒ Board of Health Professions (18 VAC 75)
 - ☒ Board of Counseling (18 VAC 115)
 - ☒ Board of Medicine (18 VAC 85)
 - ☒ Board of Nursing (18 VAC 90)
 - ☒ Board of Nursing Home Administrators (18 VAC 95)
 - ☒ Board of Optometry (18 VAC 105)
 - ☒ Board of Pharmacy (18 VAC 110)
 - ☒ Board of Psychology (18 VAC 125)
 - ☒ Board of Social Work (18 VAC 140)
 - ☒ Board of Veterinary Medicine (18 VAC 150)
 - ☒ Department of Health Professions (18 VAC 76)
 - ☒ Board of Physical Therapy (18 VAC 112)
- ☐ Department of Rehabilitative Services

I would like to receive e-mail about:

☐ Meetings related to the subject areas I have indicated above

☐ Regulatory actions related to the subject areas I have indicated above

I would like to receive my e-mail in the following format:

☒ HTML (formatted messages that look like Web pages)

☐ Plain Text (choose this option if your e-mail program does not support HTML-enhanced e-mails)

Save Cancel

Done Internet

- ☐ You are now signed up as a Town Hall registered user.
- ☐ If at any time you wish to edit your user information or notification preferences, simply log on to the Town Hall, and then click on "Registration Options" on the blue menu bar.